

SUPPORT STAFF LEAVES AND ABSENCES

ABSENCE DUE TO FUNERALS IN THE IMMEDIATE FAMILY CLASS II, III, IV

Class II Employees

Funeral in the Immediate Family - The immediate family will include father, stepfather, mother, stepmother, husband, wife, brothers, stepbrothers, sisters, stepsisters, sons, stepsons, daughters, stepdaughters, grandparents, grandchildren, aunts, uncles, nieces, nephews, all of these in-laws and permanent members of the employee's household.

Up to and including a total of five days for any one death in any one year may be taken and charged to personal sick leave for death in the immediate family. Not cumulative above five days per death.

All leave for any given death must be taken within 7 work days of the funeral.

Class III Employees

Funeral in the Immediate Family - The immediate family will include father, stepfather, mother, stepmother, husband, wife, brothers, stepbrothers, sisters, stepsisters, sons, stepsons, daughters, stepdaughters, grandparents, grandchildren, aunts, uncles, nieces, nephews, all of these in-laws and permanent members of the employee's household.

Up to and including a total of four days for any one death in any one year may be taken and charged to personal sick leave for death in the immediate family. Not cumulative above four days per death.

All leave for any given death must be taken within 7 work days of the funeral.

Class IV Employees

No benefits.